



FREEDOM OF INFORMATION REQUEST FOR PUBLIC RECORDS

To: City of Sumter
Administration Office
Mailing Address: P.O. Box 1449, Sumter, SC 29151
Physical Address: 21 N. Main Street, Sumter
foia@sumtersc.gov

From:
Name
Address
City, State, Zip Code
Telephone

Description of records requested (please be specific):

Four horizontal lines for describing records requested.

Are you asking for these records for a commercial use/purpose? [] Yes [] No

Please indicate the format in which you would like the city to respond to your request. Please know that the city may not be able to accommodate the requested format. Cost from the City of Sumter's Freedom of Information Act Fee Schedule may be applied to any of these formats.

- [] Inspection Only
[] Hard Copy
[] Email (print email):
[] Other (please specify):

By my signature, I hereby state that I have reviewed information about the City of Sumter's FOIA process and a copy of the Fee Schedule outlining possible charges I may incur as part of this request.

Signature: Date:

For Office Use Only:
Date Received: Due Date: Response Date:
Department(s) Responsible for Responding:
City Attorney Involvement: [] Yes [] No
City Staff Assigned Response:
Notations:
Associated Fees: Paid: [] Yes [] No